

## ASSURANCES FORM

### The Applicant Hereby Assures the Maine Arts Commission That:

1. The activities and services for which assistance is sought will be administered by or under the supervision of the applicant.
2. Any funds received under this grant shall not be used to supplant funds normally budgeted for services of the same type.

**3. *The applicant will assure that it will credit Maine Arts Commission in all publicity regarding the project. The following credit line must be used with all advertising, promotion, and other publicity and presented orally at events at which no printed program is used: **Funded in part by a grant from the Maine Arts Commission, an independent state agency supported by the National Endowment for the Arts. The Maine Arts Commission logo, which can be downloaded at [www.MaineArts.com/news/logos/index.shtml](http://www.MaineArts.com/news/logos/index.shtml), must be used in printed materials related to this initiative.*****

4. The applicant and any organization assisted by it will comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 as amended, the Americans with Disabilities Act of 1991, and the Age Discrimination Act of 1975 which bars discrimination in federally-assisted projects on the basis of race, color, national origin, age, handicap or sex. The Maine Arts Commission further bars discrimination on the basis of sexual orientation.

**5. *In compliance with the Americans with Disabilities Act. All programs funded by the Maine Arts Commission must be programmatically accessible and held in accessible spaces. [Arts accessibility introduction and self-assessment](#)***

6. The applicant will comply with the Drug-Free Workplace Act of 1988. The applicant and any organization assisted by it will comply with sections 5(j) and 5(k) of U.S. Public Law 89-209 in regard to the employment of professional personnel, mechanics and laborers employed for any construction project, and the health, safety and sanitary laws of the state. The applicant will give such assurance to the U.S. Secretary of Labor upon request.

**7. *Any organization that receives \$25,000 or more in federal funds during a given fiscal year is required to maintain personnel activity reports for any employee whose salary is charged, in whole or in part, to either the award or the matching funds. A sample form is available from the Maine Arts Commission office. The results of this audit must be reported to the Maine Arts Commission within 13 months of the completion of the grant period and kept on file at the Maine Arts Commission office.***

8. The applicant will comply with 18 U.S.C. Sec. 1913 regulating lobbying with appropriated moneys and with the Hatch Act (5 U.S.C. Sec. 1501-1508 and 7324-7328) which limits the political activities of employees whose principal employment activities are funded in whole or in part with federal funds.
9. The applicant will maintain an adequate financial management system to provide efficient and effective accountability and control of all property, funds and assets in compliance with OMB Circulars A-102, A-128 (for local governments) and A-110 (for nonprofit organizations and universities). These circulars are on file at the Maine Arts Commission office for your information.

***10. Individuals and arts organizations must enter or update demographic information as a participant of: The Maine Arts Commission's Artists and Organizations Directory, <http://www.MaineArts.com/directory/index.shtml> and the New England Cultural database at <http://newenglandarts.org/>.***

I, \_\_\_\_\_ (printed name of authorizing official) have been authorized to sign this compliance form on behalf of the applicant, and otherwise act as the authorized representative of the applicant in connection with its application to the Maine Arts Commission, and do hereby give assurances to the Maine Arts Commission that the organization I represent will comply with the above federal regulations. If a public school or district is the applicant, the authorizing official must be the principal or superintendent.

Signature of authorizing official. This individual ***must*** be the same person listed as contact on the application form and Maine State Vendor form. \_\_\_\_\_

Title of authorizing official \_\_\_\_\_ Date \_\_\_\_\_